

Confidential

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140116-4

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/OTR/EA-13	
1. TITLE OF REPORT (if a fill-in report include Form No.)						2. TYPE OF REPORT	
<b>Significant Personnel Developments (Weekly)</b>						STATISTICAL	
						<input checked="" type="checkbox"/> NARRATIVE	
						MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		<input checked="" type="checkbox"/> PERSONNEL	TRAINING		ADMIN. GENERAL		
		LOGISTICS	SECURITY		OTHER (specify)		
		MEDICAL	FINANCE				
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)		
Orig. & 3		Weekly			2		
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
Memorandum		YES	IF YES GIVE ADP PROCESSING NO.		Office of DTR		
		<input checked="" type="checkbox"/> NO					
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
OTR/Personnel Branch				None			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-13	\$9.10		1/2 hr.		\$4.55		52
GS-07	4.50		1		4.50		52
							\$236.60
							234.00
							\$470.60
B. COSTS OF COMPUTER PRODUCED REPORTS							
NA							
TOTAL COSTS PER YEAR						\$470.60	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
Prepared to keep the Executive Assistant, Deputy Director of Training and the Director of Training abreast of significant personnel activities. First report done in April 1969.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input checked="" type="checkbox"/>	RETAIN AS IS					MAN-HOURS	
<input type="checkbox"/>	CHANGE					DOLLARS	
<input type="checkbox"/>	DISCONTINUE					0	
16. DATE OF INVENTORY						18. EXTENSION	
6 October 1970						STAT	

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Chief, Personnel Branch/OTR